

**THE TOWN OF BARTONVILLE BOARD OF ADJUSTMENT MET IN REGULAR SESSION ON THE 12TH DAY OF NOVEMBER 2025 AT THE TOWN OF BARTONVILLE TOWN HALL, LOCATED AT 1941 E JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:**

Kathy Daum, Chair  
Donna Baumgarner, Director  
Jim Lieber, Director  
Del Knowler, Director  
Siobhan O'Brien, Director

*Directors Absent:*

Heather Head, Alternate 1  
Barbara Nunnelley, Alternate 2

*Town Staff Present:*

Kirk Riggs, Town Administrator  
Patricia Adams, Town Attorney  
Shannon Montgomery, Town Secretary  
Shari Borth, Permit Technician  
Helen-Eve Beadle, Planning Consultant  
Stockton Cobb, Planning Consultant

**A. CALL MEETING TO ORDER**

Chair Daum called the meeting to order at 6:01 pm.

**B. PLEDGE OF ALLEGIANCE**

Chair Baumgarner led the pledge.

**C. PUBLIC PARTICIPATION**

*If you wish to address the Board, please fill out a "Public Meeting Appearance Card" and present it to the Town Secretary, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Board for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Board during the Public Participation portion of the meeting or when the item is considered by the Board of Adjustment.*

There was no Public Participation.

**D. PRESENTATIONS**

**1. Statement of Appointed Official and Oath of Office to newly appointed and/or reappointed Commissioners.**

Town Secretary Montgomery administered the Statement of Appointed Official and Oath of Office to Directors Knowler, Lieber, and O'Brien.

**E. APPOINTMENT OF OFFICERS****1. Appointment of Vice-Chair.**

Director Knowler, seconded by Director Lieber, nominated Director O'Brien for the position of Vice Chair.

**VOTE ON THE MOTION**

AYES: Baumgarner, Daum, Knowler, Lieber, and O'Brien

NAYS: None

VOTE: 5-0

**F. PUBLIC HEARINGS AND ACTION ITEMS****1. Discuss and consider approval of the April 30, 2025, Board of Adjustment Meeting Minutes.**

Motion made by Director O'Brien, seconded by Director Lieber, to **APPROVE** the April 30, 2025, Meeting Minutes as presented.

**VOTE ON THE MOTION**

AYES: Baumgarner, Daum, Knowler, Lieber, and O'Brien

NAYS: None

VOTE: 5-0

**2. Conduct a Public Hearing to consider a variance request to reduce the building setbacks and to reduce the minimum lot size requirement on an approximately 2.2-acre property legally described as Tract 18A out of the MEP & PRR Co. Survey, Abstract No. 928, Town of Bartonville, Denton County, Texas, and addressed as 1321 Bridle Bit Road, Bartonville, Texas 75022. The requested variance would allow the property to be platted, as is required by the Texas Local Government Code and the Town of Bartonville Subdivision Ordinance. The property is generally located west of Red Rock Lane/Porter Road, and north of Cross Timbers Road. Denton County property ID 241673. [Town File No. VAR-2025-004].**

Chair Daum opened the Public Hearing at 6:24 pm, and Gwen Phillips, 1464 Bridle Bit Road, Flower Mound, TX 75022 addressed the Board. After recognizing there was no one else wishing to speak, Chair Daum closed the Public Hearing at 6:28 pm.

Chair Daum convened the Board of Adjustment into Executive Session Pursuant to the Open Meetings Act, Chapter 551, in accordance with the Texas Government Code Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney concerning agenda item # F.2 at 6:29 pm.

Chair Daum reconvened the Board of Adjustment into Open Session at 6:59 pm.

Director O'Brien clarified the setbacks requested and that those setbacks would only apply to the existing structures, any new structures would be held to the RE-2 setbacks listed in the Town of Bartonville Zoning Ordinance.

Motion made by Director O'Brien, seconded by Director Baumgarner, to **APPROVE**, per Texas Local Government Code, Section 211.009 B-1. Structure hardship shall be applied:

1. Right-of-Way on north side of lot shall remain as Road Easement in lieu of ROW dedication. Therefore, the lot will not be less than 2 acres, and the lot size variance is not required; and
2. Minimum Front/Side yard setback for the along northern property boundary shall be 40 feet for existing "shop" and Rear yard setback shall be 28 feet, not applicable to future structures; and
3. The Rear yard setback shall be 44 feet for existing "pergola" and not applicable to future structures; and
4. Road Easement along the east side of lot shall be 30 feet from the existing center line and dedicated at time of platting.

because the variance meets the following requirement(s) under the factors in Zoning Ordinance Section A.3.D of Appendix A, Item(s):

- A. There are special circumstances or conditions arising from the physical surroundings, shape, topography or other feature affecting the land subject to the variance petition, such that the strict application of the provisions of this Zoning Ordinance to the development application would create an unnecessary hardship or inequity upon or for the petitioner, as distinguished from a mere inconvenience, in developing the land or deprive the petitioner of the reasonable and beneficial use of the land.

#### **VOTE ON THE MOTION**

AYES: Baumgarner, Daum, Knowler, Lieber, and O'Brien

NAYS: None

VOTE: 5-0

#### **3. Discuss and consider a regular meeting schedule for the Board of Adjustment.**

Motion made by Director Baumgarner, seconded by Director O'Brien, to approve a regular meeting schedule for the Board of Adjustment for the first Tuesday of each month, starting at 6:00 pm, unless there are no items to be considered, then meeting will be cancelled.

#### **VOTE ON THE MOTION**

AYES: Baumgarner, Daum, Knowler, Lieber, and O'Brien

NAYS: None

VOTE: 5-0

**G. ADJOURNMENT**

Chair Daum declared the meeting adjourned at 7:06 pm.

**APPROVED this the 2nd day of December 2025.**

**APPROVED:**

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Kathy Daum,  
Chair

**ATTEST:**

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Shannon Montgomery, TRMC  
Town Secretary